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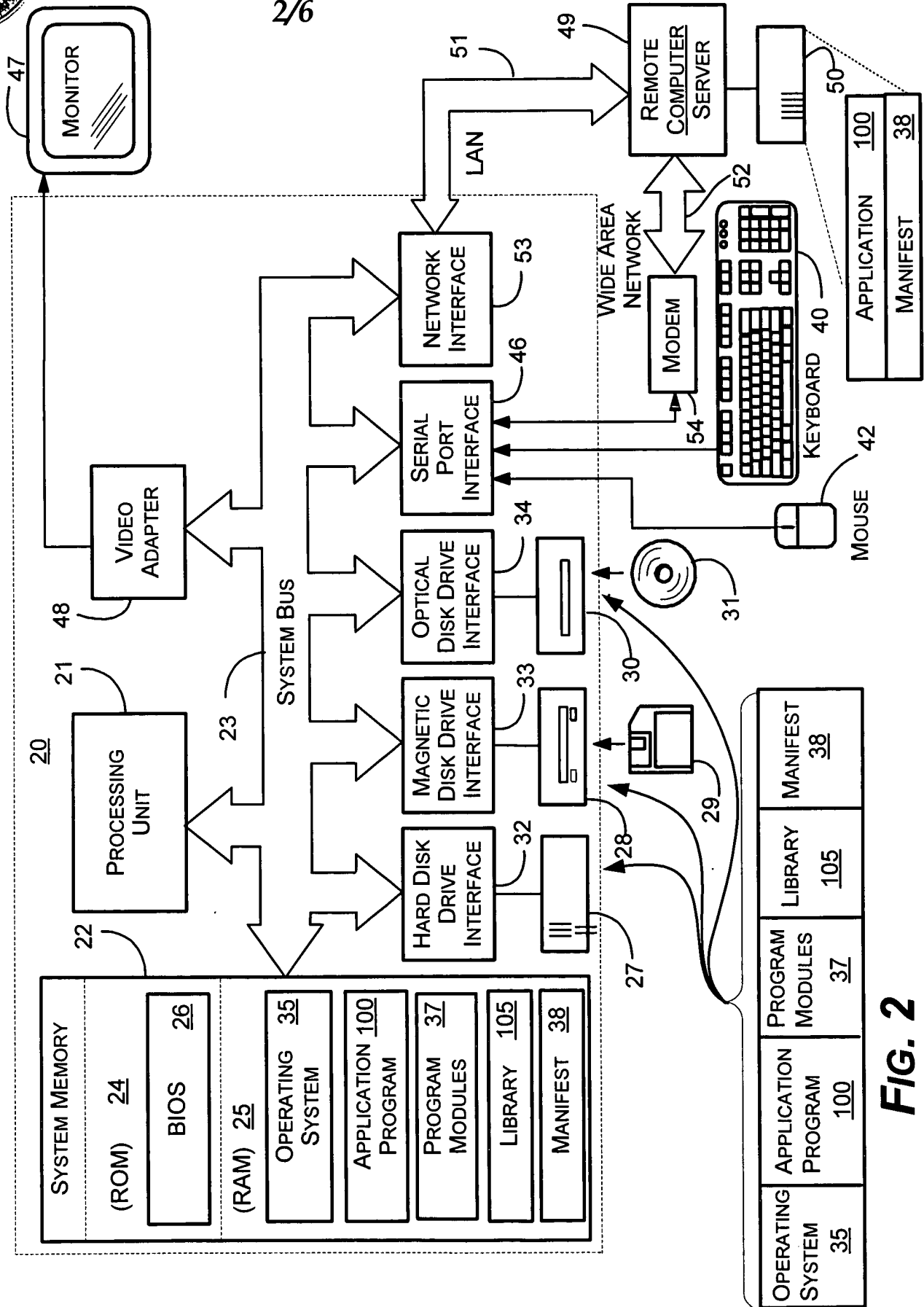


FIG. 2

REPLACEMENT SHEET

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EMPLOYEE

ANNUAL PERFORMANCE REVIEW

AUGUST 2001

This form is to be used by employees who are contributors.

Please complete all three parts of this Review.

1. Performance Review and Goal Setting
2. Strengths and Areas for Development
3. Overall Rating, Comments and Signature

Performance (feedback sessions should take place periodically throughout the next review period January through March 2002, a focused feedback planning and assessment session will take your manager ground job skills and career development

Name * [Click here and type]

Email Name * [Click here and type]

Title * [Click here and type]

Employee ID# * [Click here and type]

Reviewer * [Click here and type]

Dept. Name * [Click here and type]

Date * [Click here and type]

Part 1 – Performance Review and Goal Setting

A. Evaluate Performance Against Objectives

EMPLOYEE'S EVALUATION AND RATING:
* [Click here and type]

REVIEWER'S EVALUATION AND RATING:
* [Click here and type]

Document Actions

Start Review Wizard...

Open Last Review...

Submit Review...

Objectives

+ Last Year's Objectives

- Objective Writing Tips

Determine what accomplishments are necessary for success during the next review period. These accomplishments should align with and reinforce:

- * Your area of responsibility
- * Your strengths and knowledge
- * The goals of your group and division
- * Your areas of interest

Determine your focus within the accomplishments. What specific actions and events are required to achieve the accomplishments?

Determine what success will look like.

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Fig. 3

REPLACEMENT SHEET

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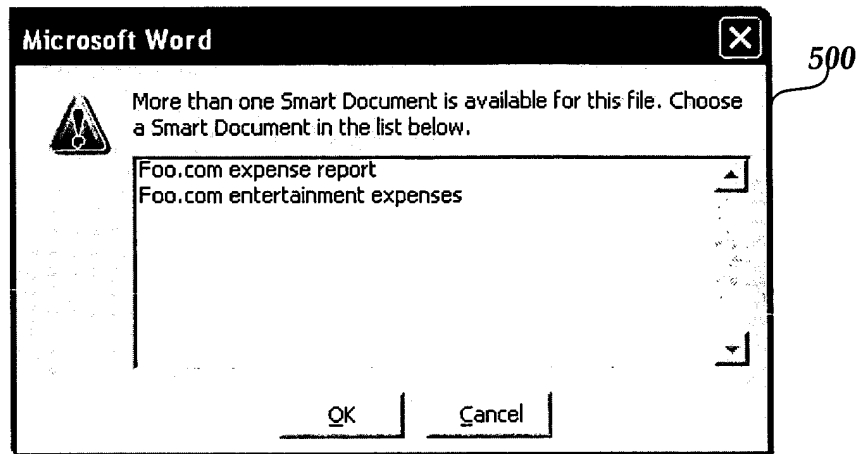


Fig. 5

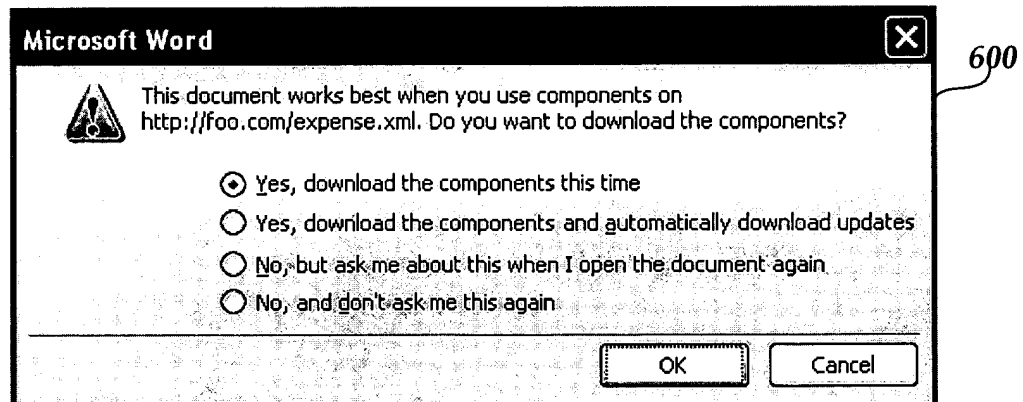


Fig. 6

REPLACEMENT SHEET

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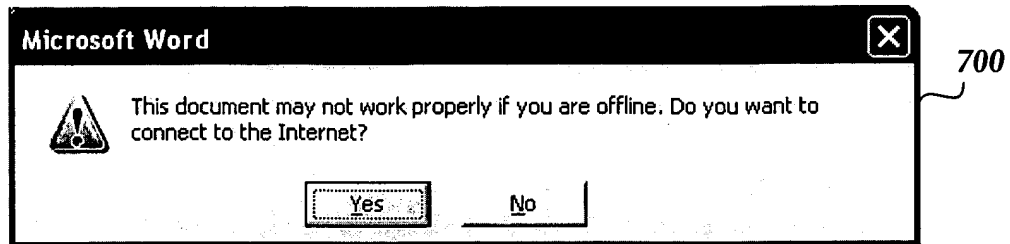


Fig. 7

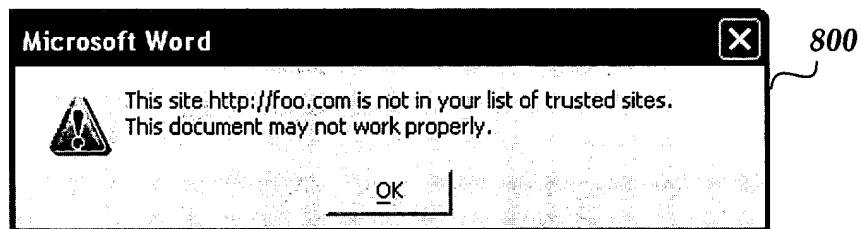


Fig. 8

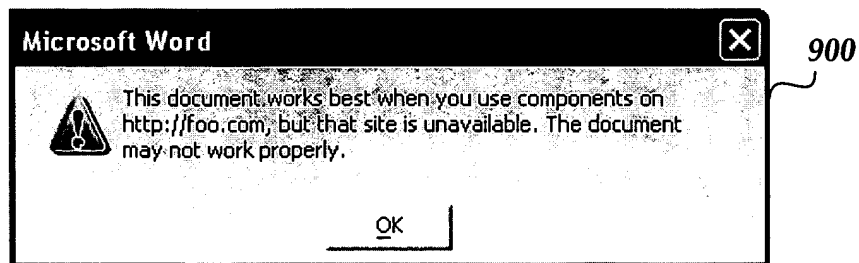


Fig. 9